

Agricultural Marketing Service
Office of Deputy Administrator for Marketing Programs
Fruit and Vegetable Division
Market News Branch
Clerk-Typist, GS-322-04

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I. INTRODUCTION

This position is located in the Fruit and Vegetable Division, Market News Branch field office. The office is responsible for reporting market news information on fresh fruits and vegetables, ornamental crops, or other products produced in nearby or other designated areas for shipment and distribution to distant markets or for utilization by processors. The incumbent performs typing and general clerical assignments for the office.

II. MAJOR DUTIES

Responsible for a large volume of the daily typing routine including various market wires and messages for leased wire, market reports and summaries. Typing is from coded teletype copy, rough draft, handwritten notes, and direct dictation.

Prepares and distributes subscription statements, maintains accounting, and deposits of revenue and reconciles to mailing lists.

Prepares requisitions for supplies and duplication orders and performs reproduction and mailing room duties.

Maintains administrative records, prepares time and attendance reports and obligation records, orders supplies, arranges for equipment repair and maintenance, prepares travel vouchers, and verifies statements from local vendors and submits for payment through proper channels. Reviews directives and other materials so that the attention of the Officer-in-Charge can be called to topics on which he/she needs to be informed. Proofreads and performs routine duties related to issuance of reports.

Collects by telephone daily reports from industry on the volume of shipments moving from production areas, compiles and tabulates data for inclusion in daily market news reports issued by the local office and for release to other offices and Washington via the leased wire system.

Collects data on seed shipments and prepares for national release as appropriate.

Responds to office visitors or telephone calls for personal requests for information made available by the market reporter or by the leased wire system; maintains files; and other related duties as assigned.

III. FACTORS

1. Knowledge Required by the Position

Skill in operating a typewriter and word processor. A highly proficient typist is required to type various information from direct dictation rough draft, handwritten notes, and teletype copy.

Ability to select material to be typed from numerous available reports from all parts of the country.

Skill in operating a teletype machine in order to send various messages for leased wire.

Skill in operating a calculator, maintaining financial records, and understanding requirements for collecting and depositing government funds for subscriptions.

Knowledge of commodities and varieties in competitive production areas, trade terms, and packs to facilitate typing market reports rapidly and accurately to meet daily deadlines.

Knowledge of regulations and procedures to prepare travel vouchers, time and attendance reports, submit bills for payment, procure supplies, record financial data and submit required administrative reports.

Knowledge of the functions of the organization to refer phone calls and to provide non-technical information.

Knowledge of the office filing system in order to classify, search for, and dispose of materials.

Knowledge of organizational structure of headquarters and field to expedite solutions to problems in personnel, space, leased wire, salaries, and other materials.

Knowledge of grammar, spelling, capitalization, and punctuation in order to type reports and other material.

Knowledge of operations of office reproduction and mailing room equipment to assure release of published reports.

2. Supervisory Controls

The supervisor is the Officer-in-Charge and issues work assignments in terms of general instructions and desired results. The employee acts largely on own initiative in dealing with produce firms who furnish shipment data. The supervisor is available to provide assistance in unusual assignments. The incumbent is expected to work independently on most assignments. Completed work is spot checked for conformance with instructions and procedures.

3. Guidelines

Guidelines are available as needed for reference purposes. They include technical dictionaries, correspondence manuals, verbal instructions, written office guidelines, Agency, Department, Division, and Branch instructions. The employee uses judgment in selecting and applying the most appropriate reference covering the specific situation. The supervisor provides assistance in situations involving deviations from or the absence of applicable guides.

4. Complexity

The material is typed into final form from rough draft, handwritten copy, or direct dictation. Typing assignments involve technical terminology, extensive use of abbreviations, and numbers. The incumbent is responsible for grammar, spelling, capitalization, and punctuation and to assure proper format, enclosures, and distribution. The incumbent refers calls and mail based on knowledge of office operation and files material according to AMS Instructions. Maintains subscription records, reconciles requests by season of the year, segregates by frequency desired, keeps deposits of revenue current and handles related duties which add to complexity of job. Varied administrative duties, including maintenance of personnel records, telephone and postage obligations, and other related tasks tend to complicate decisions concerning priorities of time and resources.

5. Scope and Effect

The purpose of the position is to perform typing, filing, processing of forms, correspondence, and receptionist duties which are vital to the mission of the office. The accuracy and timely completion of each assignment facilitates the work and service to the agricultural industry locally and in sections of the country supplied by the local marketing areas.

6. Personal Contacts

Communications are maintained with employees of other government agencies, branch employees, employees of the cooperating State agency, members of industry and others.

7. Purpose of Personal Contacts

Personal contacts are necessary for receiving work assignments, instructions, originating information for market reports, providing service to the public, and general office operations.

8. Physical Demands

The work is sedentary, but there may be some walking, standing, bending, and carrying of light items, such as paper.

9. Work Environment

The work is performed in an office setting.